

TOWN OF WALNUT GROVE MINUTES OF MAYOR  
AND BOARD OF ALDERMEN HELD ON OCTOBER 4, 2005

BE IT REMEMBERED and it is hereby certified to that the Mayor and Board of Aldermen met in regular session Tuesday, October 4, 2005, at 6:00 p.m., in the City Hall, this being the time and place said meeting. The meeting was called to order by the Mayor, Grady Sims.

There were present:

Grady Sims	Mayor
W. C. Croft, Jr.	Aldermen
Jerry Darby	Aldermen
Marcus Ellis, Jr.	Aldermen
David Dumas	Aldermen
Ricky Chamblee	Aldermen
Brent King	City Manager
Jeff Webb	Attorney
Willie Jones	Marshal
Ada Chamblee	Town Clerk

After prayer by Mayor Grady Sims, the following business was transacted to-wit:

The Attorney was authorized to write Leon Bright about cleaning up his property on main street on motion by Aldermen Dumas, seconded by Aldermen Croft and unanimously approve by all the Board of Aldermen.

The Mayor and Board of Aldermen authorized the purchase of a wood chipper for the Town with money to be transferred from General Town MM account into General Town checking account to pay for the chipper, also the Officials agreed to put reimbursement from FEMA into General Town MM account to replace most of the money transferred to pay for chipper, on motion by Aldermen Darby, seconded by Aldermen Chamblee and an "AYE" vote by all Aldermen present.

Butchart, Ellzey & Associates was hired for the Town's yearly audit on motion by Aldermen Croft, seconded by Aldermen Ellis, and an "AYE" vote by all the Board of Aldermen.

The following Municipal Questionnaire was adopted on motion by Aldermen Ellis, seconded by Aldermen Darby and unanimously approved by all the Board of Aldermen.

Mr, Hedgepatch who bought the Marco Factory building and property on highway 35 has inquired if he could lease or buy the lot next to his property the Town owns. The matter was tabled til November board meeting.

The following bills were presented and ordered paid on motion made by Aldermen Croft, seconded by Aldermen Dumas and an "AYE" vote by all the Board of Aldermen.

The following bills were presented and ordered paid from Gas System Operation Funds:

Ada Chamblee	Office Salary	1987.50
Starmark	Employees Insurance	5063.33
A U L	Employees Insurance	393.52
MS Power Company	Power	444555
Teletouch	Phones	1131.01
A T & T	Phones	557778
Cingular Wireless	Phones	1140.91
Bellsouth	Phones	337.43
Dickerson Petroleum	Gas & Oil	134.07
Carleton Oil Company	Gas & Oil	2194.78
Motor Parts & Gear	Maintenance	36.96
American Plus Inc	Maintenance	81.12
Leake County Co-op	Maintenance	340.30
Viking Office Products	Office Supplies	1111.98
M D E S	Unemployment Tax	1134.49
C & C Discount	Maintenance	180.15
Sistrunk's Texaco	Maintenance	308.70
Advantage Energy	Gas Purchased (1st check lost)	5414.25
MS State Tax Comm	State WH Tax	433.00
MS State Tax Comm.	Sale Tax	254.00
General Town	Insurance	5182.27
Advantage Energy Inc.	Gas Purchased	23161.18
Postmaster	Postage	63.56

The following bills were presented and ordered paid from

Water and Sewer System Funds:

Ada Chamblee	Office Salary	112.50
MS Power Company	Power	68996
MS Power Company	Sewer Lift Power	24.07
Cenco Inc.	Chemicals	1528.40
MS Development Autho	Copy Loan Payment	6284.00
Central Electric	Sewer Lift Power	18.86
U P S	Postage - sewer sample	12.99
Postmaster	Postage	45.00

The following bill was presented and ordered paid from

Street Tax Funds:

MS Power Company	Street Lights	1099.74
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The following bills were presented and ordered paid from

General Town Funds:

Carthage Soul Stirrers	W. G. Day Entertainment	250.00
Heavens Rocking Angels	W. G. Day Entertainment	200.00
Jay & t Birds	W. G. Day Entertainment	500.00
Vermeer Midsouth Inc.	Chipper	11500.00
Ricky & Ada Chamblee	Travel	319.37
A U L	Employees Insurance	189.62
Starmark	Employees Insurance	1415.44
Trustmark	Garbage Truck Note	2035.50
Downtown Grill	Miscellaneous	25.09
MS Warrent Network	Fine Collection	489.00
MS Power Company	Power	42.26
Heritage Agency	Insurance-Bond	275.00
L. W. Gatewood	Walnut Grove Day	64.06
Gardner's Insurance	Insurance	5182.27
Carthage Small Engine	Lawn Mower Repair	47.90
Carthage Auto Parts	Patrol Car	12.43
Goodyear Tire	Patrol Car	235.00
Midstate Tire Service	Patrol Car	10.75
First Continential	Patrol Car Lease	891.71
Leake Co. Correctional	Jail Cost	75.00
The Carthaginian	Publication	696.15
Webb Law Firm	Legal	1200.00
Waste Management	Trash Cost	943.04
MS Municipal League	Fees & Dues	446.00
Central Electric Power	Ballpark	8.03
Bellsouth	Library Maintenance	123.49
State Treasurer	Fine Assessment	2252.50
D P S	Fine Assessment	70.00

Officer's Salaries:

Grady Sims	Mayor	1000.00
W. C. Croft, Jr	Aldermen	200.00
David Dumas	Aldermen	200.00
Jerry Darby	Aldermen	200.00
Ricky Chamblee	Aldermen	200.00
Marcus Ellis, Jr	Aldermen	200.00
Jeff Webb	Attorney	250.00
Ada Chamblee	Town Clerk	100.00
Carolyn Wilcher Thomas	Municipal Judge	450.00

The following salaries were also paid:

Hilda Ann Spence	Deputy Clerk	532.00
Brent King	City Manger	2900.00
Jerry Millsaps	Maintenance	2500.00
Mark Trippe	Maintenance	2475.00
James Earl Johnson	Maintenance	1470.00
Willie Jones	Marshal	2700.00
Brian Callahan	Deputy	2133.32
Keith Brown	Deputy	2000.00
Stan Phillips	Deputy	2000.00
Jimmie Lewis	Deputy	1100.40
James Miller	Deputy	331.20

Balance on hand, October 2, 2005:

General Town Funds	1455.37
Street Tax Funds	15694.27
Fire Protection Funds	8694.74
Gas Revenue Funds	18698.26
Gas System Operation Funds	30045.67
Gas System Meter Deposits	19034.95
Water & Sewer Revenue Funds	1983.41
Water & Sewer Operation Funds	9494.16
Water System Meter Deposit	5019.31

There being no further business, on motion duly made and seconded.

The meeting was ADJOURNED.

So ordered in a regular meeting the 4th day of October, 2005.

MINUTES READ AND APPROVED.

ATTEST: Ada Chamblee TOWN CLERK

Angie Dumas MAYOR

Municipal Compliance Questionnaire

Information

Note: Due to the size of some municipalities, some of the questions may not be applicable. If so, mark N/A in answer blanks. Answers to other questions may require more than yes or no, and as a result, more information on this questionnaire may be required and/or separate work papers may be needed.

1. Name and address of Municipality: Town of Walnut Grove  
P.O. Box 236, 139 Main Street Walnut Grove

2. List the date and population of the latest official U.S. Census or most recent official census: 488 CENSUS

3. Names, addresses and telephone numbers of officials (include elected officials, chief administrative officer, and attorney).

Grady Sims Mayor P.O. Box 265 601-253-2104

W.C. Craft, Jr Aldermen P.O. Box 190 601-253-2307

Ricky Chamblee, Aldermen 34 Sylvanus 601-253-2117

Marcus Ellis, Aldermen 236 Main 601-253-2732

Jerry Darby, Aldermen P.O. Box 171 601-253-2209

David Dumas, Aldermen P.O. Box 304 601-253-0198

Jeff Webb, Attorney P.O. Box 452 Carthage 601-267-9760

Ada Chamblee, Town Clerk 34 Sylvanus 601-253-2117

4. Period of time covered by this questionnaire:

From: October 1, 2004 To: September 30, 2005

5. Expiration date of current elected officials' term.

Town of Walnut Grove  
(Municipality)

Certification to Municipal Compliance Questionnaire  
Year Ended September 30, 2005

We have reviewed all questions and responses as contained in this  
Municipal Compliance Questionnaire for the Municipality of \_\_\_\_\_,  
and, to the best of our knowledge and belief, all responses are accurate.

*Ada Chambliss*  
City Clerk's Signature

\_\_\_\_\_  
Mayor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Minute book references:

Book Number 14

Page \_\_\_\_\_

(Clerk is to enter Minute book references when  
questionnaire is accepted by Board.)

Town of Walnut Grove  
 (Municipality)  
 Municipality Compliance Questionnaire

YES      NO      N/A

PART I - GENERAL

- |  |          |  |  |
|--|----------|--|--|
| 1. Have all ordinances been entered into ordinance book and included in the minutes?(Section 21-13-13)   | <u>✓</u> |  |  |
| 2. Do all municipal vehicles have public license plates and side markings?(Section 25-1-87)  | <u>✓</u> |  |  |
| 3. Are municipal records open to the public and retained?(Section 21-39-5)   | <u>✓</u> |  |  |
| 4. Is there surety bond coverage for all persons receiving or disbursing funds? All elected officials, appointed officials, city clerk and police chief(Section 21-15-1 ET AL)   | <u>✓</u> |  |  |
| 5. Do you advertise for bids on the sale or disposal of real property?(Section 21-17-1)  | <u>✓</u> |  |  |
| 6. Have the financial records been maintained in accordance with the Chart of Accounts prescribed by the State Auditor?(Section 21-35-11)  | <u>✓</u> |  |  |
| 7. Does the city clerk submit to the governing authorities of the municipality a monthly report of expenditures and liabilities incurred against each budget item for the preceding month and fiscal year-to-date, together with the unexpended balance of each budget item?(Section 21-35-13) | <u>✓</u> |  |  |
| 8. Are minutes prepared of Board meetings held; do minutes properly reflect results of such meetings; are minutes signed within 22 days of meeting (Section 21-15-33); is municipal docket (agenda) being maintained?(Section 21-15-19)  | <u>✓</u> |  |  |

Town of Walnut Grove  
 (Municipality)  
 Municipality Compliance Questionnaire

PART I - GENERAL (CONTINUED)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
9. Has the municipality published a synopsis of the annual audit within (30) thirty days of acceptance? (Section 21-35-31)	✓		
10. Has the municipality complied with Section 25-1-53 in its employment practices with regard to nepotism?	✓		
11. Has the municipality adopted and entered on its minutes a budget in the format prescribed by the State Auditor's office in accordance with Sections 21-35-5, 21-35-7, and 21-35-9?	✓		
12. Has the municipality published its adopted budget in accordance with Section 21-35-5?	✓		

PART II - CASH

1. Is a claims docket maintained, if required; are all claims paid in the order in which entered in the docket?(Sections 21-39-7 and 21-39-9)	✓		
2. Are all warrants approved by the Governing Board, signed by the Mayor or a majority of the members of the Board of Aldermen, attested to by the Clerk, and have the Municipal Seal Affixed? (Section 21-39-13)	✓		
3. Has the municipality designated municipal depositories according to Section 27-105-363?	✓		
4. Are amounts expended compared to budgeted amounts, noting that expenditures in excess of budgeted amounts, except capital outlays, election expenses, and emergency expenditures, are violations of law? (Sections 21-35-15 and 21-35-17)	✓		

Town of Walnut Grove  
 (Municipality)  
 Municipality Compliance Questionnaire

PART II - CASH (CONTINUED)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
5. If revenues are less than estimated and a deficit is anticipated, did the governing authorities revise the budget not later than the regular July meeting? (During an election year, by the regular August meeting) (Section 21-35-25)	✓		
6. Has the municipality complied with the publication requirements and for budget amendments of 10% or more? (Section 21-35-25)	✓		
7. Did the municipality not spend more than one-fourth of it's yearly budget during the last three months of the official term? (Section 21-35-27)	✓		
8. Are appropriations other than appropriations for incompleated improvements in progress of construction, kept open thirty days after the close of the year, making all claims after that time null and void? (Section 21-35-23)	✓		
9. Does claims docket identify the specific fund or bank account from which each individual warrant will be issued? (Section 21-39-7)	✓		
10. Are all expenditures for donations to organizations (i.e., orchestras, fair associations, etc.) within confines of Sections 21-19-47 through 21-29-59?	✓		
11. Did no officers or employees of municipalities have personal interest in any profits from contracts with the municipality during a term or one year after a term? (Section 25-4-105)	✓		
12. Are all expenditures for reimbursements of travel, meals, lodging and other necessary expenses within the limitations set by the State Fiscal Management Board? (Section 25-3-41)	✓		



Town of Walnut Grove  
 (Municipality)  
 Municipality Compliance Questionnaire

PART II - CASH (CONTINUED)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
13. Has the municipality complied with Section 21-33-323 in the investment of surplus funds?	✓		

PART III - PURCHASING AND RECEIVING

1. Are there established purchasing procedures?(Section 31-7-13)	✓		
2. Has the municipality complied with various purchasing requirements as outlined in Sections 31-7-1 through 31-7-59?	✓		
3. Are employees authorized to make purchases, informed that it is unlawful to accept gifts from suppliers? (Section 31-7-23)	✓		
4. Are items subject to state bid price purchased at state bid price or bids in accordance with Section 31-7-13?	✓		
5. Are two competitive written bids obtained for items purchased costing between \$500 & \$2500? Are these bids awarded by the governing board? (Section 31-7-13)	✓		
6. Are assets purchased properly identified and accounted for as to source? (Section 7-7-211)	✓		

PART IV - BOND INDENTURES

1. Has the municipality complied with the provisions applicable to bond issues?(Sections 21-33-301 to 21-33-329)	✓		
2. Has the municipality levied and collected taxes, in a sufficient amount, for the retirement of general obligation debt principal and interest?(Section 21-33-87)	✓		

Town of Walnut Grove  
 (Municipality)  
 Municipality Compliance Questionnaire

PART IV - BOND INDEMNITIES (CONTINUED)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
3. Did the municipality comply with the percentage of taxable property limitations on bonds issued during year? (Section 21-33-303)	<u>✓</u>		
4. If there are surplus funds on hand (including escrows, etc.) which have been derived from the sale of bonds, have such funds been invested in accordance with Section 21-33-323?	<u>✓</u>		

PART V - TAXES - REAL AND PERSONAL

1. Legal requirement:  Does the municipality post all transactions to a retained copy of the tax receipt?	<u>✓</u>		
2. (a) Has the tax roll been equalized and accepted and recorded in minutes in accordance with Sections 21-33-29 through 21-33-39?	<u>✓</u>		
(b) Has the Board approved changes to tax roll in accordance with Section 21-33-43?	<u>✓</u>		
3. Are interest and penalties being collected on delinquent taxes? (Section 21-33-53)	<u>✓</u>		
4. Has the municipality annually conducted a land sale in accordance with Section 21-33-63?	<u>✓</u>		
5. Have the various tax collections been properly deposited to the appropriate funds?(Section 21-33-53)	<u>✓</u>		
6. Has the increase in taxes, if any, been limited to amounts allowable by law? (Section 27-39-320 and 321)	<u>✓</u>		

Town of Walnut Grove  
 (Municipality)  
 Municipality Compliance Questionnaire

PART V - TAXES - REAL AND PERSONAL (CONTINUED)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
7. Have funds to which special tax levies were deposited been maintained in accordance with the purpose of the levy?			
Parks			<input checked="" type="checkbox"/>
Libraries			<input checked="" type="checkbox"/>
Debt Service			<input checked="" type="checkbox"/>
Others			<input checked="" type="checkbox"/>
8. Has the tax collector complied with Section 21-33-79 for refunds of erroneous-paid taxes?	<input checked="" type="checkbox"/>		